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January 1, 1945

BRANCH MEMORANDUM NO. M-6

Sections, Special Commodities Branch

Chief, Special Commodities Branch

Relationships

carry out the responsibilities assigned to the Special Com-
modity Branch in Deputy Director for Civilian Programs Memorandum No. 1,
representatives have been named to represent the Branch on all price

The representatives will be responsible for the initiation and development
of all price programs for their respective commodities and will have the
following specific duties:

1. Recommendations for the issuance of or modification of maximum
price regulations.
 - a. Preliminary informal consultation with representatives
of OPA.
 - b. Preparation of a memorandum to the Deputy Director set-
ting forth the problem and recommending the desired action
(Refer to Part 4 of Deputy Director's Memorandum No. 1).
 - c. Clearance of recommendations with interested Agencies of
WFA (e.g., CCC, O.P., AAA, BAE, Solicitor, etc.).
2. Recommendation of problems concerning maximum price regulations
for joint consideration by OPA and WFA.
 - a. When the problem concerns the commodity assigned to
Office of Distribution, a memorandum shall be addressed
to the Deputy Director. (See assignment list, Page 2,
Memo #1 of Deputy Director for Civilian Programs.)
 - b. When the problem concerns a commodity assigned to
another Agency, the memorandum shall be addressed
to that Agency and a copy sent to the Deputy Director.
3. Clearance of proposed maximum price regulations which affect the
assigned commodities.
 - a. Clearance with interested Agencies of WFA

1/1/45

- b. Clarification of
through consultat
- c. Preparation of a memo
(Refer to Part 2 of the
No. 1).

The responsibilities outlined above

1. The commodity representative may
on any pricing matter, but must o
the Deputy Director for Civilian P
firm agreement.
2. Memoranda addressed to the Deputy Direct
representative shall be approved by the B
space so provided.
3. All correspondence with OPA except on routine 1
be prepared for the signature of the Deputy Dire
4. All correspondence on pricing matters shall be routed to
the Branch Liaison Representative for Price (SCB-A-3) and
shall be submitted in an original, 3 white copies, and
blue, green and yellow copies.
5. The commodity division shall prepare a weekly report to the
Branch Liaison Representative for Price, as required in
Part VIII of the Deputy Director's Memorandum No. 1. The
weekly report shall be submitted to the Branch Liaison
Representative no later than 1 P.M. each Monday, and shall
cover the following items:
 - a. Activities relating to maximum price regulations,
including a summary of any conferences or con-
sultations with OPA, and a report on any action
which has been taken.
 - b. A report of any price matters discussed at Indus-
try Advisory Committee meetings. In addition, a
copy of the minutes of each Industry Advisory Com-
mittee meeting at which price matters have been
discussed shall be forwarded to the Branch Liaison
Representative for Price.

It will be the responsibility of the Branch Liaison Representative for Price to prepare and forward the Branch report to the Deputy Director, including copies of all correspondence, and to expedite the clearance of any price regulations referred to this Branch.